

RECREATION COORDINATOR

Small Craft Boating Program

OPENING DATE: May 17, 2004

CLOSING DATE: Subject to closing when the needs of the City are met. First review of applications will be **June 4, 2004** - position may close at that time.

HOURS: Full-time, 40 hours per week. **Evening, weekend, some holiday and split shift work required.**

ANNUAL STARTING SALARY: \$44,105

MINIMUM QUALIFICATIONS

Two years experience in the implementation, coordination, and supervision of small craft facilities and programs, previous experience in fiberglass repair and general boat repairs, and previous participatory and teaching experience in small craft sport (**rowing**, sailing, canoeing and kayaking) required. Equivalent to a Bachelor's degree from an accredited college or university with major coursework in recreation, recreation services or a related field.

ADDITIONAL REQUIREMENTS

Possession of, or ability to obtain, First Aid, CPR and appropriate certificates for various small craft sports including rowing, sailing and kayaking. Possession of, or ability to obtain, a valid Arizona Driver's License. USRA Level II coaching certification desirable. A post offer, pre-employment physical is required for this position (requires the ability to lift up to 50 pounds). Successful completion of probationary period is contingent upon passing an FBI background investigation. City employees must subscribe to and promote the City of Tempe's Mission and Values. Our Mission is to make Tempe the best place to live, work and play. We Value People... Integrity... Respect... Openness... Creativity... and Quality.

REPRESENTATIVE DUTIES

- Plan, organize, schedule and implement workshops, teach classes, clinics and special events in the areas of sailing, canoeing and kayaking with an **emphasis in rowing** for all age groups and the special needs population.
- Establish policies, rules and procedures for efficient and effective operation of small craft and programs; monitor program compliance with state and city rules and regulations related to small craft; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications.
- Plan, organize, and conduct training clinics for staff and lake user groups for the safe operation of small craft; participate in the selection and supervision of staff; provide or coordinate full-time, seasonal, volunteer and contract staff training, work with employees to correct deficiencies; implement disciplinary procedures.
- Prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control program expenditures; develop and implement fund raising activities; prepare and administer grant applications for programs and equipment; coordinate registration for various recreational programs; collect and record registration forms and fees.
- Coordinate boat storage facility and usage with outside groups or individuals and assigned programs; advise in the design of future small craft facility; repair and maintain equipment and facilities.
- Develop survey instruments for program participants; maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain and file accident and attendance reports; prepare statistical reports as required. . Maintain awareness of new developments in the field of small craft programs; incorporate new developments as appropriate into existing programs.
- Prepare program and marketing materials such as news releases, flyers, pamphlets and brochures; provide information and referrals to program participants, school officials and community groups regarding program offerings and coordination of services; work closely with the lake operation center in the development of lake usage; serve as liaison with other lake user groups.
- Perform related duties as assigned.

SELECTION CRITERIA

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

RECRUITMENT CODE: 1602

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